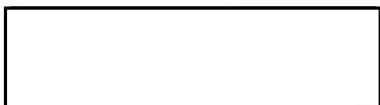


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10/14/2008

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25X1

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Please see
[redacted]

He attached

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TRANSMITTAL SLIP		DATE
TO: <i>Fred</i>		CONFIDENTIAL
ROOM NO.	BUILDING	
REMARKS: [redacted] called about accounting procedures for discounts on his purchases of paper. He is being charged gross rather than net.		
Did you or someone on our staff talk to him on this problem? I have not been in on it and neither has [redacted] wanted him to come to call.		
FROM: <i>BAB</i>		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241
MAY 1955
REPLACES FORM 16-1
WHICH MAY BE USED. (47)

~~SECRET~~

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13 JULY 1957

MEMORANDUM FOR: Chief, Technical Accounting Staff
FROM : A Member of TAS
SUBJECT : Investigation Regarding Credits for Discounts
on Procurement of IBM Supplies and Credits for
Turn in of IBM Control Panels

1. Investigation of the processing of documents involving
trade discounts on the procurement of IBM supplies disclosed the
following:

a. All procurement of IBM supplies (cards, paper, etc.)
is made from Logistics Allotment Account No. 6807-10-000.
In view of the foregoing the Machine Records Division obligates
its Property Authorization for the procurement of IBM supplies
and forwards the requisition or purchase order to the Office
of Logistics. The Office of Logistics obligates its procure-
ment allotment (No. 6807-10-000) based on net prices. Upon
receipt of the materiel and subsequent issue to the Machine
Records Division the Office of Logistics charges the Machine
Records Division's allotment (No. 6813-10-000) for cost pur-
poses based on gross prices.

b. The Agency receives credit for return of control
panels, however, since such credit is a refund of fees for
personal services and not a sale of personal property
[redacted] is not applicable. When the Agency requests control
panels from IBM Corp. the Agency is charged an installation
fee and does not purchase the panels. Upon the turn in of
old control panels for new control panels the IBM Corp. allows
a percentage of the original installation fee as a credit
on the cost of installation of the new control panels based
on the condition of the old panels being returned. The Fiscal
Division charges the current year allotment for the gross
cost of installation charges. The credit for return of the
old panels is credited to the original allotment charged
with the cost of installation. In the event Fiscal Division
is unable to identify the fiscal year in which the original
expenditure was made the credit is recorded to the allotment
for the fiscal year in which credit is received.

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2. In view of paragraph 1b above, I informed Miss [redacted] that the Machine Records Division's Allotment (No. 6318-10-000) for fiscal year 1957 was being credited in the amount of \$1,837.00 for the return of control panels. The credit was given by the IBM Corp. on 21 June 1957 and is being processed by the Fiscal Division on 30 July 1957.

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TAS/LLM/mlc(1 August 1957)

Distribution:

Orig. - Addressee
1 - TAS Chrono
1 - TAS Reading ✓

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2. In view of paragraph 1b above, I informed [redacted] 25X1
that the Machine Records Division's Allotment (No. 6318-10-000).
for fiscal year 1957 was being credited in the amount of \$1,837.00
for the return of control panels. The credit was given by the
IBM Corp. on 21 June 1957 and is being processed by the Fiscal
Division on 30 July 1957.

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[redacted]

25X1

TAS/LLM/mlc(1 August 1957)
Distribution:

Orig. - Addressee
1 - TAS Chrono
1 - TAS Reading ✓

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